

Attachment 1 to PD Memo 64- /6

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DD/S 64-0999

PROGRAM APPROVALS

DD/S ADMINISTRATIVE
INSTRUCTION No. 64-2
17 February 1964

APPROVAL OF SEPARATE ACTIVITIES

- REFERENCES:
1. Action Memo No. A-358 dtd 28 Jan 64 to DD/P, DD/I, DD/S&T, & DD/S fr Ex Dir-Compt, subj: "Proposed Actions Having Money/Manpower Implications"
 2. Memo dtd 23 Dec 63 to DD/P, DD/I, DD/S&T, & DD/S fr DDCI, subj: "Approval of Research and Development Activities"

1. General

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The Agency Programs Approval System prescribed in [] provides for the review and approval of certain activities separate from the annual process of review and approval of the Operating Budget. All proposed actions submitted by Support Operating Officials for approval separate from the Operating Budget which have manpower implications will be routed by the Deputy Director for Support to the Director of Budget, Program Analysis and Manpower before they are presented to the Office of the Director for approval.

2. Research and Development Activities

Research and development activities which are to be submitted for approval separate from the approval of the Operating Budget are:

a. Agent-oriented engineering/development efforts, whether contracted for externally or conducted internally, of the Technical Services Division, DD/P.

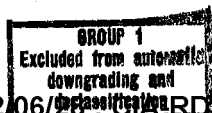
b. Research and development efforts relating to improved photographic exploitation initiated by the National Photographic Interpretation Center, DD/I.

c. Research and development undertaking of the Office of Communications, DD/S.

d. Research and development efforts of the Office of Research and Development and the Office of ELINT, DD/S&T.

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e. Research and development activities, other than those included under the National Reconnaissance Office, of the Office of Special Activities, DD/S&T.

3. Annual Preparation

The annual preparation of research and development programs shall be coincident with the formulation of the Operating Budget. Review of these programs shall be undertaken by the Deputy Director concerned, in concert with the Director of Budget, Program Analysis and Manpower and the Executive Director-Comptroller. The research and development programs and supporting details as prescribed by the Executive Director-Comptroller will form the basis for approval by the Deputy Director of Central Intelligence of the research and development portion of the Operating Budget. In addition to procedures relating to program review and Operating Budget approval, the individual research and development efforts require prior approval by the Deputy Director of Central Intelligence whenever:

a. A proposed undertaking involves a significant new policy consideration, or for any other reason suggests the desirability of prior consideration at Head-of-Agency level, regardless of financial magnitude.

b. A proposed new undertaking requires a total authorization in excess of \$150,000 in the current fiscal year.

c. An amendment is proposed for an existing project or contract which would raise the total authorization more than \$100,000 above the level established in the pertinent research and development program.

4. Requests for Approval

Requests for approval by the Deputy Director of Central Intelligence shall be submitted via the Director of Budget, Program Analysis and Manpower and the Executive Director-Comptroller and shall follow generally the outline shown in the attachment.

5. DD/S Approving Authority

a. New research and development efforts and amendments, extensions, renewals, or terminations of continuing efforts which do not require consideration of the Deputy Director of Central Intelligence may be approved by the Deputy Director for Support or the Assistant Deputy Director for Support.

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b. The Director of Communications is authorized to approve new research and development undertakings of the Office of Communications and to amend, extend, renew, or terminate continuing efforts, provided the action taken will not cause the total authorization to exceed \$50,000 in the current fiscal year.

6. Notification to the Executive Director-Comptroller

All financially significant changes relating to research and development programs will be reported to the Director of Budget, Program Analysis and Manpower in such detail as the Executive Director-Comptroller may require.

7. Monitoring Research and Development Activities

Within the scope of his normal authority in connection with the research and development programs of the Agency, the Director of Logistics will monitor these activities and report to the Deputy Director for Support any failures to comply with the principles and policies enunciated in this Instruction.

8. Rescission

This Instruction rescinds memorandums dated 4 February 1964 to the Director of Communications, the Director of Logistics, and the Assistant Deputy Director for Support from the Deputy Director for Support, subject: "Approval of Research and Development Activities."

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

/s/
[Signature Box]
EXECUTIVE OFFICER

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